

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 32

June 24, 2009

SUBJECT: BODY ARMOR FOR SWORN PERSONNEL AND CIVILIAN PERSONNEL
ASSISTING IN FIELD OPERATIONS - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order amends Section IV in Special Order No. 5, titled *Body Armor for Sworn Personnel and Civilian Personnel Assisting in Field Operations*, dated March 6, 2007. This Order also revises the responsibilities for all training coordinators and adds responsibilities to Supply Section, Fiscal Operations Division (FOD), in reference to the issuance and maintenance of body armor.

PROCEDURE:

I. SUPPLY SECTION, FISCAL OPERATIONS DIVISION RESPONSIBILITIES. Personnel assigned to Supply Section shall:

- * Maintain records of body armor expiration dates;
- * Notify all commanding officers of personnel in their command that are required for body armor fittings prior to the five-year expiration date;
- * Ensure distribution of body armor to the assigned employees; and,
- * Maintain records of personnel fitted/not fitted and body armor distributed/not distributed.

II. TRAINING COORDINATOR'S RESPONSIBILITIES. Training coordinators shall:

- * Ensure that all sworn and civilian personnel, who are issued body armor, are scheduled for their required fitting dates, prior to the five-year body armor expiration date, upon receiving notification.

Note: All training coordinators shall act as liaisons with Supply Section to ensure that all sworn and civilian personnel involved in actual field operations are issued body armor.

III. COMMANDING OFFICER'S RESPONSIBILITIES. Commanding officers shall:

- * Designate an employee, in the absence of a training coordinator, to ensure the proper issuance and return of body armor to sworn and specified civilian personnel;
- * Notify their training coordinator or designee with a list from Supply Section, FOD, of their personnel that are required for fittings;
- * Ensure that their training coordinator or designee schedules assigned personnel for fittings to ensure that all employees are fitted on their required fitting dates, prior to the five-year expiration date;
- * Ensure that the expiration date has not expired on body armor issued to all sworn and civilian personnel assigned to their Area/division;
- * Ensure that all sworn and civilian personnel involved in field operations are approved for and issued body armor, prior to deploying in the field; and,
- * Authorize the exemptions of plain-clothes officers from wearing body armor, when deemed necessary.

AMENDMENTS: This Order amends Sections 3/628.10 and 3/628.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON
Chief of Police

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